

Understanding Your New Paycheck

Employee Self-Service (ESS) users will notice some differences when viewing their paycheck (i.e., pay stub) online through Cardinal HCM.

Note: For tips on viewing/printing paychecks, see the Job Aid titled **ESS: How to View and Print a Paycheck.**

Viewing a PDF Paycheck

In Cardinal HCM, you can select a Paycheck and view its PDF version.

Section County Control Name of Section 10.	Pay Begin Date:	SM1-Semimonthly C 04/25/2020 05/09/2020	Class (SUNSAT0	7)	Business Unit: Advice #: Advice Date:	-	
Employ Departs Locatic Job Tit Pay Ra	ment: on: le:	_			TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State N/A 0
11.	OUDG AND FARMINGS				· 	TAXES	
<u>H</u> (OURS AND EARNINGS Current		Y7	TD	-	TAXES	
Description Regular Time - Salaried Premium Reward VRS Contribution Base	Hours	Earnings	Hours	Earnings	Description Fed Withholding Fed MED/EE Fed OASDI/EE VA Withholding	Current	YTD
TOTAL:	0.00		-		TOTAL:	-	_
	YTD Description	AFTER-TAX D	EDUCTIONS Current	YTD	<u>Description</u>	ER PAID BENEFITS <u>Current</u>	YTD
Description Current CoVA Care 437 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	DOA Admin F Posttax Misc I	ee for Misc Ins	<u>Current</u>	YTD	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit	<u>Current</u>	YTD
Description Current CoVA Care 437 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	DOA Admin F	ee for Misc Ins		YTD	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life	<u>Current</u>	
Description Current CoVA Care 437 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	DOA Admin F Posttax Misc I	ee for Misc Ins nsurance	<u>Current</u>	-21	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit	<u>Current</u>	
Description Current CoVA Care 437 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax TOTAL: TOTAL GROSS Current	FED TAXABLE GR	ee for Misc Ins nsurance	Current TOTAL T	AXES	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit *TAXABLE	<u>Current</u>	NET PAY

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Cardinal Cardinal Employee Self-Service (ESS)

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Understanding the Paycheck Sections

Hours and Earnings

This section displays the earnings in the current period and the YTD amounts.

The **individual earnings** on the check include a more detailed breakdown of earnings than currently shown (e.g., overtime is broken down into the separate components – Call Out Pay, On-Call Pay). Overtime amounts may vary slightly compared to CIPPS (typically +/- 5 cent variances) due to the difference in the precision of values between the two systems. Additionally, timing for the payment of overtime is different and overtime may be included a pay period earlier or later depending on FLSA period end dates. If you have questions, contact your agency's Payroll support staff.

The Premium Reward for the health care credit shows as an earning rather than a lower healthcare premium. Additionally, **VRS Contribution Base** shows the base salary which is used for VRS retirement calculations (this amount does not add to gross pay).

Richmond, VA	Pay Group: Pay Begin Date: Pay End Date:	SM1-Semimonthly 04/25/2020 05/09/2020	Class (SUNSAT07)		Business Unit: Advice #: Advice Date:		
Vis	Employee ID: Department: Location: Job Title: Pay Rate:	E			TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State
Description Regular Time - Salaried Premium Reward VRS Contribution Base	HOURS AND EARNIN	ent		Earnings	Description Fed Withholdng Fed MED/EE Fed OASDI/EE VA Withholdng	TAXES <u>Current</u>	YII
TOTAL:	0.	00	-		TOTAL:	-	

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Taxes

This section shows the employee paid taxes in the current period and the YTD amounts.

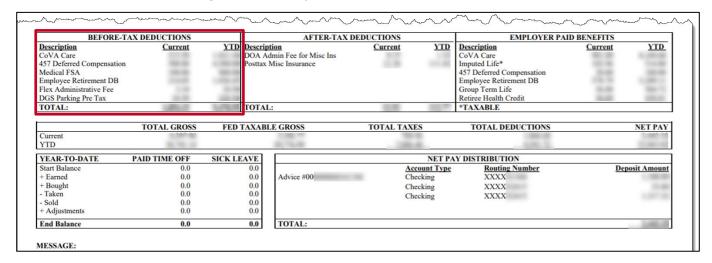
Maryland State and Local taxes are combined and display as Maryland State tax. All other local taxes are displayed separately.

Richmond, VA	Pay Group: Pay Begin Date: Pay End Date:	SM1-Semimonthly 0 04/25/2020 05/09/2020	Class (SUNSAT0	7)	Business Unit: Advice #: Advice Date:	100	
V	Employee ID: Department: Location: Job Title: Pay Rate:	_			TAX DATA: Tax Status: Allowances: Addl. Percent: Addl. Amount:	Federal Married 0	VA State N/A 0
Description Regular Time - Salaried Premium Reward VRS Contribution Base	HOURS AND EARNING Curre Hour	nt	Hours 752.00	Earnings	Description Fed Withholding Fed MED/EE Fed OASDI/EE VA Withholding	TAXES Current	YTD
TOTAL:	0.0			1-m2	TOTAL:		

Before-Tax Deductions

This section shows the Before-Tax deductions in the current period and the YTD amounts.

In some instances, 457 Deferred Compensation deductions will be in both the Before-Tax and After-Tax Deduction sections, depending on the employee's situation.



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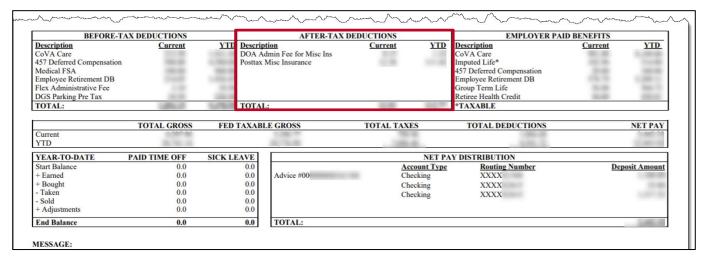
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After-Tax Deductions

This section shows the After-Tax deductions in the current period and the YTD amounts.

If there is more than one court-ordered garnishment processed in a pay period, there will only be ONE deduction code (**GARN**) listed with the total of all garnishments deducted.

Garnishment fees will be applied centrally, so all polices regarding applicable fees will be enforced. Employees may see a change in the fees withheld.

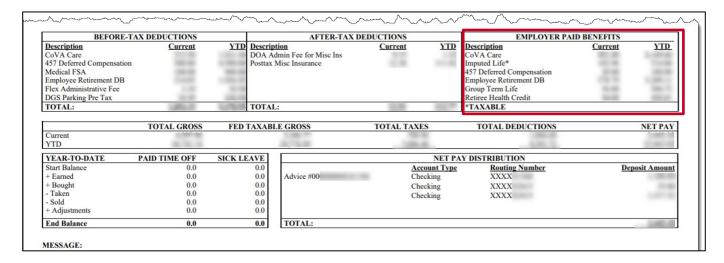


Employer Paid Benefits

This section shows Employer Paid Benefits in the current period and the YTD amounts.

The amounts displayed show the benefits paid by COVA on behalf of the employee. They do not reduce the Net Pay received by the employee.

Imputed Life shows as a taxable employer benefit and increases the taxable gross (it no longer appears a taxable earning but has the same impact of increasing the taxable gross).



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Year-To-Date/Paid Time Off/Sick Leave

This section does NOT show leave balances and will always show 0.0 for balances.

If your agency uses Cardinal Absence Management, you are able to view your leave balances through **ESS Absence**. Follow the navigational path below to view your leave summary:

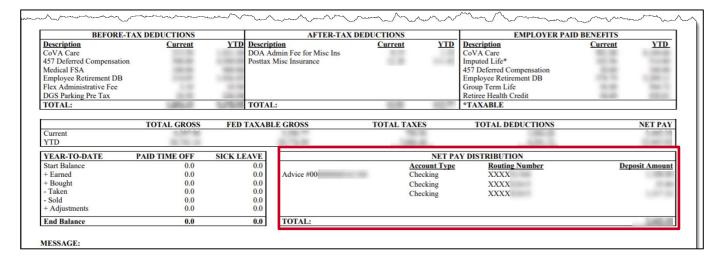
Navigator > Self Service > Time Reporting > View Time > Time > Comprehensive/Absence Summary

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS				EMPLOYER PAID BENEFITS			
Description CoVA Care 457 Deferred Compensation Medical FSA Employee Retirement DB Flex Administrative Fee DGS Parking Pre Tax	Current	100		n in Fee for Misc Ins sc Insurance	Current	YTD	Description CoVA Care Imputed Life* 457 Deferred Compensation Employee Retirement DB Group Term Life Retiree Health Credit	Current	YTD	
TOTAL:	1851		TOTAL:		5.5	100.77	*TAXABLE			
	TOTAL GROSS	FED 7	TAXABLE	GROSS	TOTAL TAXI	ES	TOTAL DEDUCTIONS		NET PAY	
Current YTD	10.70			100		1	- 10.5			
YEAR-TO-DATE	PAID TIME OFF	SICK LE					Y DISTRIBUTION			
Start Balance + Earned + Bought - Taken - Sold + Adjustments	0.0 0.0 0.0 0.0 0.0 0.0		0.0 0.0 0.0 0.0 0.0 0.0	Advice #00	Che	count Type ecking ecking ecking	Routing Number XXXX XXXX XXXX XXXX	<u>De</u>	posit Amount	
End Balance	0.0		0.0	TOTAL:					1.00	

Net Pay Distribution

This section shows a breakdown of how the Net Pay was distributed.

The information in this area includes Checking accounts, Savings accounts, COVA Paycards, Virginia State Employee Loan Program (VSELP) Repayments, and Virginia College Savings Plan account payments. Note: the Virginia College Savings Plan account payments will no longer show as a deduction.



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